

Texas Licensure by Exam – Steps and Timelines Tool

WHO	WHAT	WHEN
APPLICANT	<ul style="list-style-type: none"> • APPLY online for license (PT \$190/PTA \$125) • <i>SUBMIT exam accommodation request (optional)</i> • <i>PAY for Temporary License – (optional) (\$80/60)</i> 	Up to 8 weeks prior to projected test date
BOARD	Activate Application Status on Board website (with email only)	2 work days after applicant applies online. Use this to check the progress of your application for a license.
APPLICANT	<ul style="list-style-type: none"> • MAIL photo as described on website – 2x2 close-up • REQUEST registrar send transcript directly to the Board • TAKE the jurisprudence exam • REGISTER for the exam at www.fsbpt.org (\$400) • LOOK up your Applicant Status at www.ptot.texas.gov • <i>MAIL the 2 affidavits for the optional Temporary License (can do this at any time after applying)</i> 	Up to 8 weeks prior to projected test date
BOARD	Update Applicant Status online each time item received	At the end of each work day
PROGRAM DIRECTOR	Pre-Completion Letter no longer required.	Validate student is on track to complete program through FSBPT educator's portal.
BOARD	Notify FSBPT that the applicant has <u>met all requirements to sit</u> and may make an appointment to take the exam	Within 2 work days of receiving last required item
FSBPT	Notify Prometric applicant may schedule	1 work day after the Board notifies FSBPT
APPLICANT	“CHECK status of request” at www.fsbpt.org – look for ATT letter	2-3 work days (you should be checking status daily)
APPLICANT	MAKE appointment with Prometric for the exam (\$85/\$70)	As soon as you have the ATT letter
PROGRAM DIRECTOR	SEND Completion Letter to Board stating student HAS completed program	As soon as program is completed
APPLICANT	TAKE the exam	
PROMETRIC	Report score to FSBPT	1 week after exam
FSBPT	Report score to Board	1 week after exam
APPLICANT	CHECK pass/fail at www.fsbpt.org CHECK license verification at www.ptot.texas.gov/page/look-up-a-license	1 - 4 weeks after exam (license processing time varies depending on date of testing)
BOARD	<ul style="list-style-type: none"> • Mail license (or letter) to current mailing address • License listed in online verification system at time of issuance 	About 1- 4 weeks after score is reported to the Board (license processing time varies depending on date of testing)